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Reports 1  
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Bi-Weekly Report Ending 14 April 1962  
from  
FORMS MANAGEMENT

1. Contributions

a. Tangible

- (1) Approved four new and ten revised forms.
- (2) As a result of an investigation found three forms which had not been manufactured according to specifications. As a consequence these forms were not allowed to enter the system. The savings resulting from this investigation are estimated at over \$16,500. [ ]
- (3) Changed the Shipping Category on Form 22 from Confidential Pouch @ \$2.04 per pound to Unclassified Sea Pouch @ \$1.06 per pound. This involved 150,000 forms with an estimated savings of \$2,573.00 [ ]

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b. Intangible

- (1) Presently involved in expediting negotiations with two manufacturers to supply us with 50,000 combination offset master sets. Urgency in this matter stems from a very limited, 30 day, supply. [ ]
- (2) After checking twelve forms, and samples, rejected four. [ ]
- (3) Working on a project with [ ] OCI. Changed his Classified Message (Special Center) Form from a cut sheet to a 10 part snapout set. Subsequently, arranged for a four months supply from PSD. Later, after a trial period, this form will be procured from commercial sources. [ ]
- (4) The gathering of all case processing forms used in SRD, Clearance Branch, and Investigations Division, has been completed. Approximately 200 forms are involved with only 50-55 as Agency controlled forms.

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Interviews on the use and number of copies, flow of case, etc., were also completed for all 3 areas.

Now preparing recommendations as a result of forms analysis and study of work flow. [ ]

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2. News

- a. The number of currently active CIA forms is 1559.  
The number of other Agency forms being used remains at 208.  
The combined total is 1767 forms.



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